

## Steps to close out a prior campaign and forward funds to new campaign

1. After selecting File New Reports and picking the reporting period, you will see this screen. Make sure you select "Yes" to answer the second question about making this your final report.

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Main Menu / File New Report / File C-1R

### File C-1R Report

Please answer the following questions in order to start the report.

Do you wish to itemize and report all transactions \$50 or under? You are not required to disclose contributions or expenditures \$50 or less in the aggregate.  
 Yes  No

Is this the final report because you are closing out your committee?  
 Yes  No

2. Make sure you have input all contributions and expenditures for the reporting period. This ensures you have an accurate figure to carry over for your next campaign. Once you have added all of your contributions and expenditures then select "Manage Expenditures" from the main C-1R Menu.

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Main Menu / Pending Reports / File C-1R

C-1R for the reporting period Jan 01, 2010 to Mar 31, 2010.  
Filing begins Apr 01, 2010  
Filing deadline is Apr 30, 2010

[Manage Contributions](#)  
[Manage Expenditures](#)  
[View C-1R Form](#)  
[Submit report to Oklahoma Ethics Commission](#)

3. Now select Monetary transfers to other committees (Schedule G)

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Main Menu / File C-1R / Expenditure Menu

Oklahomans for Ott 2006 106107

Expenditure Type	Schedule	Reporting Period Totals
Monetary Expenditures	<a href="#">Schedule E</a>	00
Monetary transfers to other committees	<a href="#">Schedule G</a>	00
Monetary transfer refunds	<a href="#">Schedule G</a>	00
In-Kind transfers to other committees	<a href="#">Schedule H</a>	00
Expenditures Incurred	<a href="#">Schedule J</a>	00
Loans owed by committee	<a href="#">Schedule J</a>	00

4. Select Add an expenditure

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Main Menu / File C-1R / Expenditure Menu / Schedule G

Schedule G for the reporting period Jul 11, 2006 to Aug 07, 2006.

To enter a transaction on another schedule, hit the back button.

[Import Schedule G Transactions](#) | [Add an expenditure](#)

Name & Address	Date Tendered	Amount	Action
There are currently no Schedule G transactions entered for this reporting period.			
<a href="#">Add an expenditure</a>			

5. When you get to this screen, you will see a hyperlink that says “add the committee here”. Click on that link.

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Main Menu / C-1R / Expenditure Menu / Schedule G / Committee Name

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Committee Name:

Ethics Number:

If you are transferring funds to a future committee, [add the committee here.](#)

6. Complete the information on this screen identifying your new candidate committee.

Main Menu / C-1R / Expenditure Menu / Schedule G / Committee Name / Committee Info

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You can only give to your future candidate campaign committee.

\* Committee Name:

\* Street Address:

\* City:

\* State:

\* Zip:

Principal Interest or Principal Business Activity:

7. Enter the date and the amount you are transferring to your new committee.

Main Menu / C-1R / Schedule G / Add Expenditure

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**Expenditure Detail**

\* Date of Transfer:  /  /  (mm/dd/yyyy)

\* Amount: \$

8. After submitting the transaction, return to the main menu and select Submit Report to Ethics Commission. Verify that funds remaining line shows “.00”. Ensure the Yes button is selected showing this as the **final report** for this campaign committee. Click on the Submit C-1R button to send the report to the Ethics Commission.

In-kind Transfers (Schedule H)		.00	.00
Expenditure Incurred (Schedule I)		.00	
Balance on loans owed by committee (Schedule J)		.00	
Funds Available		25,313.66	
Monetary Receipts		1,410.00	
Total Monetary Receipts		26,723.66	
Disbursements		26,723.66	
Funds Remaining		.00	

\* Submitted Date:  /  /  (Format: mm/dd/yyyy)  
(Date C-1R was received into the Ethics Commission office.)

Is this the final report because you are closing out your committee?  
 Yes  No

By submitting this report to the Oklahoma Ethics Commission, I certify that this is a true and correct recording of this committee's contribution and expenditure transactions and that I am appointed to file campaign contributions and expenditures reports on behalf of this committee.